



Natural Resources Conservation Service  
6013 Lakeside Blvd.  
Indianapolis, IN 46123

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April 23, 2004

INDIANA BULLETIN NO. IN300-4-2

SUBJECT: LTP – Wildlife Habitat Incentives Program (WHIP) Ranking for 2004

Purpose: To inform Field Offices of WHIP ranking process for 2004

Expiration Date: September 30, 2004

**Action Required By: May 21, 2004**

This bulletin is to inform you that we would like to begin taking WHIP applications for funding. The ranking sheet to be used for ranking WHIP applications in 2004 has been revised from the 2003 WHIP Ranking Worksheet. This notice will outline those changes. The guidance document has also been revised to reflect changes in the ranking sheet and in policy for administering the program.

The following revisions were made:

1. The Total Cost column will be automatically calculated based on the NTE amount for each practice. This amount can be changed, if needed. Once an amount has been entered under the unit column, the calculation will take the unit amount and multiply it by the proper dollar amount to arrive at the Estimated Cost Share equal to the maximum NTE amount.
2. Under Early Successional Habitat Development, an interseeding of forbs has been added. This can be used in addition to strip disking or strip spraying. See the guidance document for further explanation.
3. Under Fence, the point value for fencing woodland & wildlife land was increased to 200 points.
4. In order to match the national standard, the unit of measure for Field Border was changed from acres to linear feet. In order to correctly calculate the points, a width column was added. The minimum width according to the standard and specifications was entered in the width column. This can be changed, if necessary. After a length is entered, the worksheet will automatically calculate the points and cost. The points are based on the same level as last year. Using the width and length, the worksheet will calculate the acreage and convert that to points.
5. Field Windbreak (392) was changed to Field Windbreak/Shelterbelt Establishment (380). The units of measure were changed from acres to linear feet. The same process as described above was used to calculate points and cost.
6. Hedgerow planting was also changed from acres to linear feet. This standard has various minimum widths based on the intended purpose. Please check the standard for the correct minimum width.

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The Priorities worksheet has the following revisions:

1. P1, P3, and P4 have been changed from a “Yes” or “No” response. If there are entries on the Ranking Worksheet for any of these categories, the worksheet will automatically calculate the points to be awarded.
2. A new priority was added. P8 was added to give points to anyone who connects two or more wildlife areas together with a wildlife corridor (minimum 50 feet width). The combined total acres of the two or more areas must be at least 10 acres.

The Guidance Document has the following revisions:

1. The cost share cap was changed from \$25,000 per application to \$25,000 per applicant. In other words, the most an individual can apply for is a total of \$25,000. This may be adjusted at a later time by the State Conservationist.
2. The minimum size of an application was added. An application must be for a minimum of \$500. There is no acreage minimum, only a dollar minimum.
3. Instructions for interseeding of forbs under Early Successional Habitat Development were added.

**ALL APPLICATIONS MUST BE ENTERED INTO PROTRACTS.** This includes any new applications you receive as well as any old applications. Those applications that were included in the backlog from last year and are still interested in having their application considered for funding must be entered into ProTracts.

The revised application ranking sheet is attached along with the guidance document. Any questions regarding the completion of the ranking sheet should be directed to John Poenisch at extension 357.

The first ranking period will end on May 21, 2004. All applications should be entered into ProTracts by this date to be considered in the initial ranking period. After the initial ranking period, applications will be funded based on fund availability.

The documentation that needs to be sent to the State Office includes the following: Ranking Criteria Worksheet and the AD-1200. The IDNR District Wildlife Biologist or their designate must also complete a Wildlife Habitat Development Plan (WHDP). This plan does not need to be sent to the State Office but retained in the case file.

Hopefully, these changes will make the ranking process a little easier. If you have any questions, please contact John Poenisch at (317) 290-3200, ext. 357.

/s/

JANE E. HARDISTY  
State Conservationist

Enclosure